

959006/03/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PROGRAM COORDINATOR, YOUTH GANG VIOLENCE (NON-CLASSIFIED)

***Riverside Comprehensive Program for the
Prevention, Intervention and Suppression of Youth Gang Violence***

DEFINITION

Under general direction of the Gang Project Steering Committee and the Chief of Police, and consistent with the concepts of the grant, to facilitate and coordinate the functioning of a multi-gang violence pilot program; to initiate and maintain the collection of program information required for national evaluation; to prepare progress reports and a strategic plan based on the outcome of the project; to assist with identification of new and existing resources for youth gang violence programs; to promote and strengthen existing programs; to work with community groups in the implementation of the concepts and goals of the grant and the Gang Project Steering Committee; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified services and serves at the pleasure of the City Manager. The incumbent is expected to perform advanced journey-level, professional and administrative work in assuming responsibility and providing leadership for coordinating, planning, implementing and evaluating the activities of the grant project. The incumbent works under general direction and exercises independent judgement in the performance of a variety of professional, complex and difficult duties.

REPORTS TO: Chief of Police (This position is appointed by the City Manager.)

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. May receive lead direction from the Gang Project Steering Committee Chair and Vice Chair. May provide lead direction to administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Coordinate and facilitate the implementation of the multi-agency youth gang violence reduction pilot program.
- Facilitate joint and multi-user agreements between agencies relative to delivery of programs and services.
- Develop and monitor the program's budget; present recommended modifications to the Gang Project Steering Committee based on program goals.
- Identify barriers to service and work with individual organizations and agencies to improve service delivery to at-risk or gang involved youth.
- Evaluate programs and services to determine if goals and objectives are being met.
- Develop and maintain working relationships between public agencies, non-profit organizations and the community.
- Initiate phone communication and written correspondence with participating members in the Gang Project Steering Committee; conduct both small and large meetings.
- Identify and ensure articulation of community services with the youth outreach efforts.

- Develop and implement public information tools.
- Serve as liaison to the National Cross Site Evaluation staff and program participants.
- Initiate and maintain the collection of program information required for the National Cross Site Evaluation to be conducted by the funding agency.
- Monitor and ensure the completion of the evaluation data collection instruments by participating youths and agencies.
- Negotiate appropriate solutions to barriers encountered in collection of the evaluation data.
- Report progress of goals to the City Council and Gang Project Steering Committee on a regular basis and as requested.
- Establish a vision and advocate for the institutionalizing of those strategies found to be successful in reducing gang violence in concert with the Gang Project Steering Committee.

QUALIFICATIONS

Knowledge of:

- Modern methods, techniques, principles and procedures used in the development, maintenance and administration of special programs.
- Health, education and social needs of at-risk and gang involved youth.
- Principles and practices of administration and budget.
- Operation of City government, schools and non-profit agencies.
- Personnel computer operation and software applications.
- Individual and group dynamics including volunteers and community-based organizations.
- Funding sources for youth programs.

Ability to:

- Plan, organize, coordinate and direct the implementation of special programs and services suited to the needs of at-risk and gang involved youth.
- Effectively employ evaluation findings into program implementation.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Resolve conflicts involving program participants, network agencies and the general public.
- Communicate clearly and concisely, both orally and in writing; make effective presentations.
- Analyze a variety of complex problems with emphasis on those related to the delivery of programs and services to at-risk and gang involved youth.
- Work effectively with diverse, multi-cultural, business, educational and religious groups.
- Obtain funding and other resources necessary to deliver programs to at-risk and gang involved youth.
- Supervise, train and evaluate staff as assigned.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major work in public administration, business administration, human services, health, education or a related field. A Master's Degree in a related field is highly desirable.

Experience: A range of three to five years of management experience and leadership involving project or program administration in human services, health, education or a related field. Experience in community organizations and task force development and maintenance is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Program Coordinator/Youth Gang Violence (Non-Classified)

TO: Administrative Services Manager